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## Upwell Parish Council

### Minutes of the meeting of Upwell Parish Council, Monday 10<sup>th</sup> October 2022, 7pm

**Committee Members:** Cllr. Aston (Chair), Cllr. Gooch, Cllr. A Harrison, Cllr. Shorting, Cllr. K Harrison, Cllr. Lester, Cllr. Robinson, Cllr. Rose, Cllr. Melton, Cllr. Shaw, Cllr Carr, Cllr Turner.

**Those Present:** Cllr. K Harrison, Cllr. Aston, Cllr. Shaw, Cllr. Shorting, Cllr. A. Harrison, Cllr. Gooch, Cllr. Lester, Cllr. Carr, Cllr. Dawson Clerk M Hilton.

**Public:** camera operator and two members of the public

**Apologies:** Cllr. Rose, Cllr. Melton, Cllr. Robinson, Cllr. Turner, BCllr. Spikings,

### MINUTES

- 1. Welcome & opening remarks.**
- 2. To consider and approve apologies for absence:** these were approved
- 3. To declare any conflicts and pecuniary interests on any items on this month's Agenda:** none reported
- 4. To approve the Minutes from the last meeting:** these were approved and signed by the Chair
- 5. Public Forum (ten minutes only):** no one wished to speak, the Chair thanked them for their attendance
- 6. To discuss and consider the Action Log from previous meetings:**
  - The village feature: the planning application and Middle Level Commissioner permission has been submitted. No further update
  - Takeover of the cemetery from the Borough Council (BC): no further update. Cllr Aston will write to the Borough Council and ask why this decision on costings to take over the cemetery is taking so long.
  - The solar lights project at Three Holes and Lakes End: a quote for single row of lights for Three Holes has been received at £9693.77, still waiting for the Lakes End quote. It was agreed the Clerk would apply for a Parish Partnership Scheme grant. If the grant is approved in March 2023 the Council will then discuss if they wish to go ahead with the project.
  - 17,19,21 School Road , roof tiles loose: the Clerk has asked CNC building control to attend, she will ask for an update from them. Cllr Lester has spoken to the owner who has said they will also look at the issue.
  - Overgrown trees opposite Wyndham Lodge have been reported.

### 7. Reports from individual Councillors, Council Groups and Clerk

- To approve Planning applications: Cllr Harrison**
  - Planning Application Consultation 22/01364/F Change of Use from part commercial and residential to full residential including the construction of timber veranda and associated alterations and external works. at 27 Listers Road Upwell Norfolk PE14 9BW. *Upwell planning group advises approval of this application.*
  - Planning Application Consultation 22/01592/F VARIATION OF CONDITION 10 OF PLANNING PERMISSION 21/00210/O: Residential development - one dwelling at Keema 19 Dovecote Road Upwell Wisbech Norfolk PE14 9HB. *The Planning Group refuses this application. There are no Reserved Matters drawings or applications for this dwelling. The Upwell Parish Planning Group request that a RM Application is made before any other consideration is given to this site, due to the fact that the newly built dwelling on the other side of NO.19 looks totally out of character in height and choice of brick compared to existing dwellings.*
  - Planning Application Consultation 22/01066/F The erection of a dwelling house with provision for vehicle/cycle parking and private amenity space at Finesse Motorsport Ltd The Common Upwell Norfolk PE14 9AP. *The planning group advises refusal. This application bears no similarity to 99 Small Lode, approved on appeal. UPNP Policy H1: Permission for development outside of allocations and the settlement boundaries are only granted if: 1. Clerk to the Council; Melanie Hilton (CiLCA Qualified). Mobile; 07368 420237 Email; [upwellpc@gmail.com](mailto:upwellpc@gmail.com)*

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a) A specific policy in the Neighbourhood Plan or Local Plan allows for the proposed development outside of the settlement boundaries; or 2 . b) The proposal otherwise demonstrates overriding community benefits.

- Planning Application Consultation 22/01625/F. Variation of Condition 17 of Planning Permission 21/01351/F: Re-submission of expired planning re: 17/01078/F to allow residential development of 4 dwellings at Land South of 31 School Road Upwell Wisbech Norfolk PE14 9EW. *Upwell planning group advises approval of this application.*  
The Council approved the decision made by the planning group.

**ii. To discuss the increased cost of installation of Croft Road to Back Drove trod**

Highways have emailed the Clerk to say the increase in cost is £5000 more than the original quote received, the Council could apply for a further Parish Partnership Scheme (PPS) grant to cover half of this amount. The Council decided not to go ahead with this project for the time being, with the economic climate as it is it was thought not feasible to do this.

**iii. To discuss the cost implications of having three polling stations in one Parish: Clerk**

The Clerk has recently been on a seminar at which it was suggested that every Parish Council should look at ways to save costs, this including looking at polling stations. The Clerk has asked in principle the Electoral Services Department if this could be done and what the savings would be. She was told a full review would need to take place for this to happen. The Clerk was asked to find out how many people attended the three polling stations at the elections.

**iv. To discuss the war memorial and Remembrance Sunday service: Cllr Lester**

Cllr Lester has been in touch with Sally Fawkes and Revd. Daphne Calvert. The Remembrance Service will go ahead as usual at the War Memorial with the parade starting at approximately 10.45am from the Playing Field car park. The role of honour will be read by the Chair, Cllr. Aston and the wreath laid by Cllr. A. Harrison.

Some of the yew hedging that was planted at the war memorial last year has died, Cllr Lester will read through the contract to see if CGM will replace this, although the Clerk did contact them back in June 2022 and they said it was not part of the original quote. Cllr A. Harrison will ask the Groundsman to make sure the war memorial is cleaned and the grounds are tidy.

**v. To discuss the Upwell Christmas lights competition: Cllr Shorting.** Cllr. Shorting will organise the Christmas lights competition for business and residential properties throughout the parish. This year there will also be a Christmas scarecrow competition. Details will be advertised in the next edition of the magazine and on Facebook. A date for judging will be announced at Novembers meeting.

**vi. To discuss the land tenancy agreements: Cllr A. Harrison.** Cllr Harrison has spoken to the land tenants and they are happy to continue renting the land in the parish. The land at Low Side will now be on a yearly contract as discussions are taking place regarding developing this piece of land. The Council approved the contacts to be renewed under this basis.

**vii. To note the dates of the Parish Council Surgeries**

- Monday 24th Oct 10am Lakes End
- Monday 24th Oct 7pm Three Holes
- Tuesday 25th Oct 7pm Upwell , these were noted

**8. To discuss and approve policies**

- **Risk Management:** this policy was approved
- **Training Policy:** this policy was approved

- 9. To discuss the Casual Vacancy:** The Clerk inform the Council the notice period for this ends on the 14<sup>th</sup> October. After this date candidates may apply for the vacancy

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**10. To note any Health and Safety issues:** Cllr Carr reported many heavy vehicles using School Road even though this has a 7.5 tonne weight restriction. Councillors agreed that they would take photos themselves and report to the relevant companies that this was happening.

A sign for direction to AD Hurst has been asked for on many occasions and Highways have suggested that the company purchase one themselves and contact highways on the installation of this sign.

A cherry tree opposite The Globe is obscuring some of the signs at the top of School Road. The Clerk will report this, to get some of the branches cut back.

There is still difficulty in passing parked cars on Croft Road, unfortunately this outside of Parish Councils remit and householders are allowed to park there.

The landing stage outside the church is being worked on, the Councillors believe that herring fencing should be around the area making this safer for the community. The Clerk will report this to the Welle Creek Trust.

### 11. Finance

#### i. To note payments made since last meeting

Payments for October 2022 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP <small>electronic payment /direct debit</small>	Supplier/Service
Melanie Hilton expenses	50.22	0.49	50.71	EP	HMRC allowance for home working, stamps, diary, mileage to NPTS Seminar
Salaries	2929.99	0.00	2929.99		
Melanie Hilton				EP	108 Hours Clerk
Lynn Short				EP	Village Hall cleaner 3.75 hours
David Aston				EP	Hall Managers fee, plus 33.5 hours cleaning
David Aston	7.43	0.00	7.43	EP	Mileage for moving the Sam camera
HMRC	583.11	0.00	583.11	EP	Month 6
Nest Pension Scheme	92.51	0.00	92.51	DD	Clerks pension
Tim Dewdney				EP	28 Groundsman Hours
Kelvin Judd				EP	18 hours garden cemetery
Debbie Smith	50.00	0.00	50.00	EP	Allotment deposit refund
Derek Butler	50.00	0.00	50.00	EP	Allotment deposit refund
ASB	15.00	0.00	15.00	EP	Bus shelters at School Rd cleaned
Outwell Timber	37.29	7.46	44.75	EP	Most mix LE noticeboards, timber for Town St noticeboard, post mix Cemetery
Outwell Timber	4.99	1.00	5.99	EP	Tower bolt
PWLB	1609.49	0.00	1609.49	EP	loan repayment
English Brothers	486.00	97.20	583.20	EP	two benches for Cemetery (pd 23/9/22)
Upwell Village Hall	20.00	0.00	20.00	EP	Hall hire 17th August 22
Veolia	163.62	32.72	196.34	DD	Waste disposal
Wave	0.14	0.00	0.14	DD	water charges for Cemetery
Westcotec	61.25	12.25	73.50	DD	Street light maintenance fee
Westcotec	215.00	43.00	258.00	DD	Holopane Lantern fitted Townsend Road (A1101)
SWALEC	198.01	9.89	207.90	DD	Street light Energy August 2022
<b>TOTAL</b>	<b>6,574.05</b>	<b>204.01</b>	<b>6,778.06</b>		

- ii. **To note income and expenditure balances reconciled from the previous month**, this was noted.
- iii. **To note income and expenditure balances reconciled for the Village Hall account**, this was noted.
- iv. **To note the Quarterly Progress Against Budget**: this was noted.
- v. **To discuss the Cemetery/allotment quotes for new fencing**. Four quotes were discussed, and it was agreed the cemetery working group should have a discussion regarding the removal of the spoil heap in future and how this will work with new fencing that is proposed. After a discussion It was agreed that until the cemetery takeover by the Parish has been approved that the fencing would not go ahead.
- vi. **To discuss the reinvestment of the Unity Bond**: after a discussion it was agreed to take the monies out of the bond and place in the Parish Council savings account. A decision will be made what to do with the money after the budget has been set for 2023/24.
- vii. **To arrange a meeting date for setting the budget for 23/24**, this was arranged for the 27<sup>th</sup> October 7pm at Upwell village hall.

Clerk to the Council; Melanie Hilton (CiLCA Qualified). Mobile; 07368 420237 Email; [upwellpc@gmail.com](mailto:upwellpc@gmail.com)

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### 12 To discuss any concerns from Councillors and general correspondence

- **Upwell Matters:** there is a 10% increase in the cost of the car park rental at the village hall. The community garden rental has increased to £30 per annum.
- **Lakes End Matters:** nothing to report
- **Three Holes Matters:** nothing to report

### 13 To propose any items for the next agenda: please get these to the Clerk at least one week beforehand: to discuss the permanent takeover of the cemetery. Also the update on the Low Side land public consultation.

### 14 To note the date of the next parish council meeting – 14<sup>th</sup> November at 7pm at Upwell village hall

### 15 Close: the meeting closed at 20.35pm

Signed by the Chair ..... Date .....